

2003 Consolidated Maricopa HUD McKinney Regional Continuum of Care Application

Overview

Each year, the Maricopa Regional Continuum of Care facilitates a process to select homeless project proposals for inclusion in a Consolidated Application for grants awarded under the McKinney-Vento Grant Program administered by a national competition administered by the U.S. Department of Housing and Urban Development. The process annually includes approximately \$11 million to fund more than projects in Maricopa County. This document explains the parameters, principles, and rating criteria used in the process and how to submit a request for funding in the 2003 competition, which is ***due to the Maricopa Association of Governments by June 2, 2003, no later than noon.***

Projects included in the annual application must be consistent with the overall planning objectives of the Maricopa Regional Continuum of Care and the *Continuum's Regional Plan to End Homelessness* developed through an extensive community process in 2002-03.

These Guidelines are divided into 3 primary sections:

Section A. General Information

Provides information on the application process and timelines; rating criteria and process; and application policies and timelines

Section B. Completing Your HUD Application

Instructions and Forms

Section C. Maricopa Regional Application Instructions and Forms

What's New in 2003?

- Minimum two year term for new SHP - All new SHP projects must be for a minimum two year term. Renewing SHPs may apply for a one year renewal.
- Permanent Housing Bonus – The bonus incentive has been increased from \$500,000 to \$750,000.
- Permanent Housing Bonus only for housing activities – Only the housing activities portion of a project (defined as acquisition, new construction, rehab, leasing or operating costs for housing) will be counted toward the award of the Permanent Housing bonus.
- Elimination of bonus points – Bonus points for RC/EZ/EC have been eliminated.
- Process and Strategy – Under the scoring factor of Exhibit 1, Continua must demonstrate their participation in the planning and implementation of the local discharge policy as well as their strategy and schedule for implementing an HMIS.
- Gaps and Priorities – This scoring factor has decreased from 20 to 15 points.
- Emphasis on Housing – This scoring factor has been increased from 5 to 10 points.
- Second level funding – Projects falling into the second level funding situation may not exceed final pro rata need by more than \$200,000, as opposed to \$250,000 used previously.

- Sponsors and applicants must demonstrate that their projects are achieving results in securing client participation in mainstream programs as well as improved employment and income.
- HUD now requires that all applicants must agree to participate in the local HMIS system when it is implemented.

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SECTION A - GENERAL INFORMATION

1. General Instructions

Read and follow these instructions carefully. The HUD application process is complicated, with some responsibilities resting with the Maricopa Regional Continuum of Care, and some responsibilities resting with you, the Applicant or Project Sponsor. Some instructions apply only to new projects, some to renewal projects, and some to both new and renewal projects. We all need to work as a team to submit a complete and competitive Consolidated Application by HUD's **July 15, 2003** deadline.

As an Applicant or Project Sponsor (see definitions, page 31 of the Regional Application), you must submit your applications to the Maricopa Association of Governments (MAG) by **June 2, 2003**, no later than noon. This allows about six weeks for the applications to be rated and ranked, and the Consolidated Application to be prepared and approved by the Maricopa Regional Continuum of Care Regional Committee, printed and shipped to HUD by their deadline.

Renewal and new projects: **In order to prepare your application you will need to do the following:**

- Immediately obtain a copy of the HUD 2003 Application documents (required in order to complete your portion of the application). You can download the documents from the HUD website at: www.hud.gov/adm/grants/nofa/grpthhap.cfm. Scroll down to the section marked "2003 Application" and select. Once on this new screen, you can scroll down and select "SF-424".
- Check to be sure what is up this year: Review the HUD Super Notice of Funding Availability (NOFA) – if you submit an application, new or renewal, you need to understand the HUD requirements and regulations for which you are responsible. You can download the Continuum of Care Homeless Assistance programs section of the SuperNOFA from the same HUD website address: www.hud.gov/adm/grants/nofa/grpthhap.html. Scroll down to the section marked "NOFA", Program Section: and select in either Text or PDF.
- If you cannot access the NOFA or the Application documents from HUD's website, you can obtain a paper copy from MAG by contacting Charlene Moran Flaherty, MAG Homeless Planner, at 302 N. 1st Avenue, Phoenix AZ, 85003.
- Review the Maricopa Regional Continuum of Care "Regional Application" for the 2003 Competition – these highlight the important changes from previous years' application processes, lay out the priorities and provide information about how your application will be rated and ranked ordered.
- Review and complete the "Supplemental Application" required by the Maricopa Regional Continuum of Care, found at the end of this document. The Maricopa Regional Continuum of Care requires you to submit certain additional information beyond what HUD requires.

2. The Four Major Steps in Preparing Your Application

To be considered for inclusion in the Maricopa Regional Continuum of Care Consolidated Application, Applicants/Project Sponsors must complete the following four major steps.

STEP 1: Complete the Exhibit from the HUD Application appropriate to your project
See Section B for instructions on how to complete the Exhibits.

STEP 2: Complete the Maricopa Regional Continuum of Care Regional Application

See the instructions and forms in Section C explaining the Regional Application

STEP 3: Assemble your application in the order required and submit to Charlene Moran Flaherty at the MAG office no later than noon on June 2, 2003.

(Note: Applicants applying through the City of Phoenix will need to submit their application directly to the City.)

See item 3 for the document order and checklist

STEP 4: For Applicants submitting proposals as direct grantees of HUD (see definitions, p. 6 of the Regional Application **(not those submitting Associated Applications)**): Complete and sign the required HUD forms, certifications, and private non-profit documentation and submit to MAG on time.

See the instructions and forms in Section D that follows.

3. Timelines: Important Dates in the Application Process

APPLICATION TRAINING FOR APPLICANTS/PROJECT SPONSORS

Thursday, May 15 - 9:00 p.m. to 10:30 a.m.

Technical Assistance Workshop for Renewal Applicants

Maricopa Association of Governments

302 N. 1st Avenue

Phoenix, AZ 85003

Saguaro Conference Room (2nd Floor)

Thursday, May 15 - 10:30 to 12:00 p.m..

Technical Assistance Workshop for City of Phoenix Applicants

Maricopa Association of Governments

302 N. 1st Avenue

Phoenix, AZ 85003

Saguaro Conference Room (2nd Floor)

Thursday, May 15 - 2:00 p.m. to 4:00 p.m.

Technical Assistance Workshop for New Applicants

Maricopa Association of Governments

302 N. 1st Avenue

Phoenix, AZ 85003
Cholla Conference Room (2nd Floor)

Individual appointments available for 1-on-1 technical assistance with our Homeless Programs Consultant. These appointments will be set up on request after each workshop on May 16, 2003.

Location: Maricopa Association of Governments

302 N. 1st Avenue

Phoenix, AZ 85003

PROJECT APPLICATIONS DUE TO MAG

Due Date: **Monday, June 2, 2003, no later than 12:00 p.m.**

Applications must be received in the office by this date and time to receive consideration in the competition.

Submit to: Charlene Moran Flaherty
Maricopa Association of Governments
302 North 1st Avenue, Suite 300
Phoenix, AZ 85003
(602) 254-6300
cflaherty@mag.maricopa.gov

Parking is available under the building. DO NOT fax your application.

Clearly mark the outside of the envelopes: "NOFA Application" and the name of your organization.

Application Requirements

- Must comply with instructions, including number of paper copies and disk submittal.
- Must include all documents/forms required, with necessary signatures.
- Must meet HUD threshold requirements, including eligible Applicant and Project Sponsor, eligible components, eligible activities, eligible populations, term of assistance, match requirements, etc.

ALL APPLICANTS – Please Submit the Following:

Sixteen (16) paper copies of your application.

One copy should be the master with original signatures, one copy with HUD Certification Forms and 14 copies without HUD Certification Forms. Please clearly label the master and copy with HUD Certification Forms. **Faxes will not be accepted.**

One copy on computer disk. Include only Section A (Project Narrative) and B (Experience Narrative) of the SHP Exhibit 2 of the HUD Application when submitting the disk. Save the information on a 3.5" floppy disk in Microsoft Word; IBM PC compatible. Be sure to label the disk with the name of your organization, the name of your project, and the file

names.

NOTICE OF ANY TECHNICAL DEFICIENCY NOTIFICATIONS FORWARDED TO APPLICANTS/PROJECT SPONSORS

Due Date: **Monday, June 9, 2003**

Action: Our Homeless Programs Consultant conducts a Technical Review to determine if your application meets the application requirements outlined above. MAG notifies Applicants/Project Sponsors of any technical deficiencies by Monday, June 9, 2003. Applicants/ Project Sponsors have three (3) days to correct the technical deficiencies.

Please note that corrections may be required at the direction of MAG if required to ensure that the final application to HUD complies with federal requirements on otherwise eligible projects.

TECHNICAL DEFICIENCY CORRECTIONS DUE TO MAG FROM APPLICANTS/ PROJECT SPONSORS

Due Date: **Thursday, June 12, 2003, no later than 5:00 p.m.**

Submit to: Charlene Moran Flaherty
Maricopa Association of Governments
302 North 1st Avenue, Suite 300
Phoenix, AZ 85003
(602) 254-6300
cflaherty@mag.maricopa.gov

Clearly mark on outside of envelopes: **“NOFA – Application Technical Corrections” and the name of your organization.**

Action: Submit corrections as outlined in the technical deficiency notification.

How Many and in What Form

- Cover memo detailing the corrections made, siting section and page numbers.
- 1original, 1 copy including HUD Certification Forms, 14 copies without HUD Certification forms. All paper copies are to be unbound. Please identify the original and copy with the HUD Certification Forms.
- An electronic version of your corrected application on a 3.5” disk in Microsoft Word, labeled with the Applicant name, project name and file names
- **Faxes will not be accepted.**

Failure to Meet Deadline or Make Requested Corrections

The VSUW Rating and Ranking Committee will exclude your project from further consideration. **THERE ARE NO APPEALS TO THE TECHNICAL REVIEW DETERMINATION.**

ORAL PRESENTATIONS BY APPLICANTS/PROJECT SPONSORS

Dates: **Monday and Tuesday, June 23 and 24, 2003**

Action: As part of the VSUW Rating and Ranking process, an Applicant or associated Project Sponsor may make an oral presentation

for its proposed project to the Rating and Ranking Committee prior to final scoring. Each oral presentation shall be limited to five (5) minutes, with no more than five (5) minutes of questions from the Rating and Ranking Committee. **Unless otherwise requested by the Rating and Ranking Committee, Applicants or Project Sponsors may utilize their oral presentations only to highlight their applications, not to present new information or documentation.**

Presentations are limited to 3 persons from agency: Executive Director, Chief Financial Officer (or comparable position) and Program Administrator.

Attendance at the oral presentation is open to any interested individuals or agencies.

NOTIFICATION OF FINAL RANKING SCORES TO APPLICANTS/PROJECT SPONSORS

Due Date: **Wednesday, June 25, 2003**

Action: The VSUW Rating and Ranking Committee will provide written notification to all Applicants and Project Sponsors of their scores. Notification will be provided by fax or e-mail.

REQUEST FOR APPEAL BY APPLICANT/PROJECT SPONSOR

Due Date: **Monday, June 30, 2003, no later than 4:00 p.m.**

Action: An Applicant or Project Sponsor may request an appeal of its score to the VSUW Rating and Ranking Committee. **The request must be made in writing (faxes and e-mails are acceptable).** Only appeals based on fact will be considered.

Submit to: Rebecca Robinson
Valley of the Sun United Way
1515 E. Osborn
Phoenix, AZ 85014
e-mail: rrobinson@vsuw.org
fax: 602-776-3323

If you are delivering your written appeal, parking is available on the south and west sides of the building. Clearly mark on outside of envelope: **"NOFA - Request for Appeal" and the name of your organization.**

APPEALS REVIEW (IF NECESSARY)

Date: **Tuesday, July 1, 2003**

Action: The VSUW Rating and Ranking Committee will review any written appeals submitted by Applicants or Project Sponsors as required above. Only appeals based on fact will be considered.

COMPLETED RANKINGS REPORTED TO MAG

Date: **Tuesday, July 1, 2003**

Action: The VSUW Rating and Ranking Committee will report its completed project rating and ranking to MAG

completed project rating and ranking to MAG.

STRATEGIC RANKING PROCESS

Date: **Monday, July 7, 2003**

Action: MAG convenes the Strategic Ranking Subcommittee of the Regional Committee to review the rating and ranking of projects submitted by the VSUW Rating and Ranking Committee. The Strategic Ranking Subcommittee may revise the ranking of projects solely to improve the opportunity for funding to the community and/or to increase the number of projects that may be considered by HUD for funding. Applicants or Project Sponsors with projects affected by the changes will be notified, so that they can be available for discussion at the Regional Committee meeting on June 17, 2002. This process will NOT re-score any applications.

CONTINUUM OF CARE REGIONAL COMMITTEE ON HOMELESSNESS REVIEWS/ ACTS UPON THE APPLICATION

Date: **Wednesday, July 9, 2003**

Action: The Continuum of Care Regional Committee on Homelessness reviews and acts upon the proposed Consolidated Application, including the ranking of projects proposed by the Strategic Ranking Committee.

MAG SUBMITS CONSOLIDATION APPLICATION TO HUD

Date: **Monday, July 14, 2003**

4. General Information about the HUD Application Process

Types of Applicants

1) A Project Sponsor applies directly to HUD.

2) An Applicant submits an application through another entity who becomes the official HUD applicant (such as the City of Phoenix.) If selected for funding, an Applicant becomes a grantee.

Note: The Maricopa Association of Governments is not an applicant. MAG provides the framework and staff assistance to coordinated the Continuum and prepares the consolidated application for the Maricopa Regional Continuum.

Application Process:

The U.S. Department of Housing and Urban Development (HUD) released its Super Notice of Funding Availability (SuperNOFA) for Continuum of Care Homeless Assistance Programs (McKinney Act) on April 25, 2003 Important SuperNOFA information can be downloaded from the HUD website:

www.hud.gov/offices/adm/grants/nofa/grpthhap.cfm

To access the Continuum of Care section of the NOFA: Scroll down to “NOFA/Program Section” and select in either Text or PDF format.

To access the 2003 Application: Scroll down to “2003 Application” and select. Once on this new screen, you can scroll down and select from Continuum of Care Homeless Assistance:

- Supportive Housing
- Shelter Plus Care
- Section 8 Moderate Rehabilitation Single Room Occupancy for Homeless Individuals (SRO)

If you cannot access the NOFA or the documents, you can obtain a paper copy from MAG by contacting Charlene Moran Flaherty, telephone and e-mail address shown on page 5.

About \$1.06 billion is available nationally, including funding for Supportive Housing, Shelter Plus Care, and Section 8 Moderate Rehabilitation Single Room Occupancy.

The 2003 Continuum of Care competition will be the fourth year that the Maricopa Regional Continuum of Care will submit a Consolidated Application to HUD. MAG writes the application on which the Regional proposal is rated by HUD, compiles the HUD applications submitted by project sponsors and submits the application package to HUD on behalf of Applicants and Project Sponsors seeking funds.

The target date for submitting our Consolidated Application to HUD July 14, 2003.

Eligible Applicants:

The competition is open to existing HUD McKinney grantees whose projects expire in calendar year 2004 and to new projects. If a renewal project fails to receive funding in the current competition, it will not be eligible for renewal in the 2004 competition unless found eligible for an extension by the HUD field office.

Please read the NOFA, Application documents, and HUD’s Questions and Answers (see HUD website address and downloading instructions on p. 1 of the) carefully for more details on the various HUD programs included in the competition and details on eligibility.

Rank Order Required:

HUD requires that the projects included in the Consolidated Application and Associated Applications be listed in priority rank order from highest priority to lowest priority. Generally, this priority will mean, for example, that if HUD has funds available to award only 8 out of 10 proposed projects, it will award funding only to the first 8 eligible projects listed.

However, there are some exceptions. For example, Congress has directed HUD to use **30 percent of the funds for permanent housing**, which includes (1) new Shelter Plus Care projects (2) Section 8 Single Room Occupancy (SRO) projects and (3) new and renewal projects designated as permanent housing for

homeless persons with disabilities under the Supportive Housing Program. Therefore, non-permanent housing projects in an application may be skipped over by HUD in order to fund lower ranked priority permanent housing projects.

Special Incentive for new Permanent Housing Projects:

As in last year's competition, HUD has a special incentive (or bonus) to promote permanent housing for the disabled. If a new permanent housing project is in the number one priority slot on the priority list, then the full amount of that project's eligible activities, up to \$750,000 will be added to our final pro rata need amount (translation: we can get up to an "extra" \$750,000 that we otherwise would not receive). Permanent housing projects not selected as the number one rated project for purposes of the bonus will remain in their original ranked position.

The Maricopa Continuum will give priority for Permanent Supportive Housing projects which serve the chronic homeless (see glossary for definition) through a "Housing First" model.

HUD Programs Included:

Three homeless assistance programs are included in this application process and are described in more detail below. A person must be homeless in order to receive assistance under these homeless programs.

HUD states that a person is considered homeless only when he or she resides in one of the following places:

- in places not meant for human habitation, such as cars, parks, sidewalks, and abandoned buildings
- in an emergency shelter
- in transitional or supportive housing for homeless persons who originally came from the streets or emergency shelter
- in any of the above places but is spending a short time (up to 30 consecutive days) in a hospital or other institution
- is being evicted within a week from a private dwelling unit and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing
- is being discharged within a week from an institution in which the person has been a resident for more than 30 consecutive days and no subsequent residence has been identified and he or she lacks the resources and support networks needed to obtain housing.
- The Shelter Plus Care program and the permanent housing component of the Supportive Housing Program may only serve people who are homeless and have a disability. A disability may be physical, mental (including developmental), or emotional impairment, including impairment due solely to alcohol or drug abuse. Persons living with HIV/AIDS are considered disabled for purposes of these programs.

Supportive Housing Program (SHP). Funds may be used to acquire, rehabilitate, construct or lease facilities for transitional housing and for permanent housing for persons with disabilities, pay operating costs of the housing, and provide a range of supportive services. SHP projects may be funded for up to three years of services. Eligible applicants are: units of government,

non-profits, tribes, public housing authorities.

Shelter Plus Care (S+C). Rental assistance for homeless persons with chronic disabilities in connection with supportive services funded from outside sources. Rental assistance can be tenant-based, sponsor-based or project-based or for Single Room Occupancy (SRO) units. Eligible applicants are States, units of general local government, public housing authorities.

Section 8 Moderate Rehabilitation for Single Room Occupancy Dwellings for Homeless Individuals (SRO). Rental assistance for homeless people who will live in moderately rehabilitated SRO housing. The rental assistance covers operating expenses of the housing plus the debt service for the rehabilitation financing. SRO Moderate Rehabilitation Projects are funded for 10 years. A public housing authority (PHA) is the only eligible applicant; private non-profits must subcontract with a PHA to administer rental assistance. SRO renewals are not included in this competition.

Please Note: Emergency shelter, homeless prevention activities, and permanent housing for non-disabled persons are not eligible activities under any of these programs.

Important Information from HUD on the Current Competition

S+C Renewals	Shelter Plus Care renewals expiring in 2004 will again be funded non-competitively for one year through a separate fund set aside by HUD. S+C renewals must be submitted as part of our Continuum of Care application.
One Year Project Budgets	HUD will provide enough funds to the Regional Continuum of Care to renew the budgets of all existing SHP programs for one year. As a result, we are requesting Project Sponsors to submit a one-year budget. Exception: A Project Sponsor submitting an application for a <u>new SHP permanent supportive housing project</u> may elect to submit one, two or three year budget. Such projects will compete for the \$750,000 bonus; and if not selected for the number one priority of the Continuum, should reduce their budget to one year. If the Project Sponsor chooses to request a multi-year budget, they should be aware that the project may receive a lower priority ranking. In addition, they should be willing to accept that risk in exchange for the possibility that HUD will need to select lower ranked permanent housing projects to meet the national requirement that 30% of Continuum of Care funding needs to go to permanent housing.
Renewal Project Budget Adjustments	This year, the maximum renewal amount is the average of the yearly total McKinney Grant of the project being renewed plus 5% for administrative costs.
SHP Renewal Quality Threshold	Last year for the first time, HUD stated that projects submitted for renewal funding under SHP would be reviewed against performance standards to determine if they have continuing

capacity to perform. They also required each Continuum to assess the performance and effectiveness of each renewal project.

All renewal projects, except those funded for the first time in 2001, must demonstrate in the Annual Performance Report satisfactory performance toward substantially achieving their program goals and assisting clients to obtain mainstream program benefits.

All new projects must have a specific plan for ensuring that all clients will be assisted to obtain mainstream program benefits.

In order for the Valley of the Sun United Way (VSUW) Rating and Ranking Committee to have the same information for all projects, new and renewal, so that it can conduct a fair evaluation, **the Continuum of Care is requiring SHP renewals to complete the entire Project Narrative section of the HUD application for use by the VSUW Rating and Ranking Committee.**

**“Mainstream”
Programs**

Applicants are now required to coordinate and integrate mainstream programs (Welfare to Work, Medicaid, TANF, etc.) into their homeless delivery systems. Additionally, Continuums of Care must have Continuum-wide strategies to coordinate homeless programs with mainstream programs and are required to provide information regarding the amount and type of assistance from non-McKinney Act sources including six new categories of resources for the prior two years HUD is requiring all Applicants to submit certification of Coordination and Integration of Mainstream Programs.

**Homeless
Management
Information Systems
(HMIS)**

In 2001, the Continuum was awarded funds to develop a Homeless Management Information System over the next two years. In 2003, the Continuum is required to provide a narrative detailing the community's progress toward implementing a Homeless Management Information System. Progress toward this goal will be a factor in the ratings.

**Public Institution
Releases**

All state and local government Applicants must submit Discharge Policy certifications stating that they are developing policies and protocols with public institutions—corrections, foster care, health care, etc.—to prevent discharges from causing homelessness.

New state and local applicants are required to describe protocols and/or policies that have been developed and implemented regarding discharges from public institutions as well as indicate how the changes have or will prevent discharges resulting in homelessness.

The Maricopa Regional Continuum must also take actions to encourage the coordination of releases to prevent them from causing homelessness.

5. How to Assemble Your Application

Final Assembly

Answer all applicable questions as explained in the instructions for Step 1 and Step 2 (Sections B and C, respectively, that follow). Where we have indicated page limit guidelines, please respect them.

Proofread, spell check, and ensure that your application is in final form when it comes to MAG, just as you would if you were submitting it directly to HUD. Do not hesitate to call us with any questions.

To help expedite the review of applications, assemble the application in the following order. Following the HUD Application, begin the Maricopa Regional Application with page 1. Check the appropriate box to indicate that the application is complete:

Maricopa Regional Application Forms

1. ☐ Cover Sheet – part of the Maricopa Regional Application forms
2. ☐ Information for Rating of Applications
3. ☐ Leverage Chart
4. ☐ Agency Contributions to the Continuum of Care
5. ☐ Annual Performance Report (APR) Information

HUD Application Forms

6. ☐ Certifications
 - ☐ Application for Federal Assistance (Applicants only)
 - ☐ Applicant Certification Form (Applicants only)
 - ☐ Special Project Certification/Coordination and Integration of Mainstream Programs and Discharge Policy (Government applicants only).
 - ☐ Consolidated Plan Certification (All applicants)
 - ☐ Discharge Certification (Government applicants) – see below for contact information
 - ☐ IRS ruling of Tax Exempt Status under Section 501 (c) (3) of the IRS Code, or
 - ☐ Documentation showing that the applicant is a certified United Way agency, or
 - ☐ Non Profit Status Documentation. - see Glossary of Ex. 1 (All non-profit applicants)
 - ☐ HUD 2880 Applicant Disclosure Update Report (All applicants)
7. ☐ Project Exhibit 2 – HUD application, Supportive Housing Program, Sections A-M, or
☐ Project Exhibit 2R – HUD application, Supportive Housing Program – Renewals, Sections A-D, RENEWALS MUST ALSO SUBMIT FOR PURPOSES OF RATING THE PROJECTS FAIRLY, Exhibit 2, Sections A1-6 and Section B. or
☐ Project Exhibit 3 – HUD application, Shelter Plus Care Program, Sections A-H or
☐ Project Exhibit 3R- - HUD application, Shelter Plus Care Program – Renewal, Sections A-G, or
☐ Project Exhibit 4 – HUD application, Section 8 Moderate Rehabilitation Single Room Occupancy, Sections A-I.

SECTION B. Completing your HUD Application

1. The Exhibits

Each application must include a HUD Exhibit, 2, 2R, 3, 3R or 4 (and the required Certifications). The Exhibit documents can be found at <http://www.hud.gov/offices/adm/grants/nofa/grpthhap.cfm>. Locate and complete the appropriate exhibit in the HUD Continuum of Care documents, depending on the program you are applying under:

Supportive Housing Program:	Exhibit 2
Supportive Housing Program- Renewal:	Exhibit 2R
Shelter Plus Care – New	Exhibit 3
Shelter Plus Care – Renewal:	Exhibit 3R
Section 8 Moderate Rehabilitation SRO:	Exhibit 4

SHP RENEWAL APPLICANTS – IMPORTANT

When completing Exhibit 2, you should follow the instructions provided by HUD except in the following case, for which you need to follow the Maricopa Regional Continuum of Care instructions.

- **Exhibit 2, Section A – Project Narrative: Sections Renewal Applicants Must Complete.** HUD Instructions say renewals are to complete sections 1, 2, 4 (c), and 8 if applicable. However, in order to give adequate information to the Valley of the Sun United Way Rating and Ranking Committee, all applicants, **including renewals**, must complete sections 1-6 and 8 where applicable. (Section 7 is not applicable this year.)

Other General Guidance for Completing the HUD Exhibits

- All applicants for new projects must attend the Application Workshop. All others are encouraged to attend to update their information on application requirements.
- Be sure to complete all appropriate tables and check appropriate boxes in the Exhibit. Use either HUD's form, or generate the equivalent information in a word processing system.
- Note and respect the page number limitations, which are noted for each question or group of questions.
- Use 12 point type size.
- Present the narratives in **exactly** the order laid out in the HUD Application Kit. Follow HUD's format to subtitle the sections.

2. HUD Threshold Review Criteria

The HUD threshold criteria are now more specific. Beginning in the 2002 national competition, HUD began to reject more projects for threshold criteria than in the past, both new and renewal projects. Last year, HUD outlined new project performance criteria it will use to determine if projects are performing adequately. These criteria will be used again in 2003.

- a. All supportive services only projects (both *new and renewals*) must describe how they are assisting participants to access permanent housing and achieve self-sufficiency.
- b. All *new* projects must have a specific plan for ensuring that all clients will be assisted to obtain mainstream program benefits.
- c. All *renewal* projects must demonstrate (in their Annual Performance Report) that they have assisted clients to obtain mainstream program benefits.
- d. All *renewal* projects (except projects funded for the first time in 2001) must demonstrate (in the Annual Performance Report) satisfactory performance toward substantially achieving their program goals.

3. New Requirements in Exhibit 2 beginning in 2002:

- a. **Section A Project Summary** – Section A-1 requires more specific detail on the project and the use of funds (EX 2, page 20).
- b. **Supportive services the participants will receive** – Section A-4c adds description of plan to ensure clients are assisted to identify, apply and obtain mainstream resources for which they are eligible (EX 2, page 20).
- c. **Discharge Policy** – Section A-8 adds a requirement that State and local government applicants are required to describe any protocols or policies they have developed/implemented regarding discharges from public institutions as well as indicate how the changes have or will prevent discharges resulting in homelessness (EX 2, page 21).
- d. **Section B Experience Narrative** – Section B-2 adds description of significant changes in project since last funding approval. Asks for information from APR on client Monthly Income and Overall Program Goals. Invites a narrative update on information. Advises that HUD will use information to assess their performance (EX 2, page 21).
- e. **Section D Program Components** – Section D-2 adds a check box for new eligibility criteria for Safe Havens projects that meet Permanent Supportive Housing requirements (EX 2, page 21).
- f. **Section F Number of Beds** – Section F, Chart 3 includes a revised, more detailed chart for recording supporting services. Deletes the need to estimate the number of persons to be served in 3 years (EX 2, page 23).
- g. **Section G HMIS Budget** - Beginning in 2003, includes a detailed budget specifically for HMIS activities.
- h. **Section H Operating Costs** – Section G, Chart includes a revised, more detailed chart for recording operating costs (EX 2, page 27).

- i. **Section I Leasing** – A new Chart/Budget for indicating the number of units in the leasing project by size and the FMRs operations eliminates the need to submit this information in the Technical Submission (EX 2, page 33).
- j. **Section J & K Budgets** – Advises that if project sponsors do not budget enough for match in the Exhibit 2 budget, HUD will automatically reduce the amount of the grant to meet the match requirements (EX 2-26, 28, 32, & 35, Q & A-6).

4. Examples of Problems in Exhibit 2 – Areas to focus on in the Exhibit II Narrative, whether applying for a renewal or new project:

Areas to Focus Attention in Exhibit II Narratives	
Section of Exhibit II Application	Areas of Difficulty
<i>Section A-1</i> Summary	Not clear population is eligible. Not clear that this is a new or expanded activity. Not clear for what SHP funds will be used.
<i>Section A-3a</i> Type of Housing	Inadequate description of the type of housing to be used. If the site is not known, describe the standards you will use in selecting a site(s).
<i>Section A-2b</i> Where the Homeless Population Comes From	The description does not clearly establish that the clients to be served are in fact homeless. Descriptions indicating they are currently doubled up or at risk of becoming homeless, raise “red flags”.
<i>Section A-4a</i> The Type of Supportive Services <i>Section 5</i> Accessing Permanent Housing <i>Section 6</i> Self-Sufficiency	The description of services to be provided is not sufficient to determine if the project will be successful in developing self-sufficiency or prepare the person for permanent housing.
<i>Section B-2b to d</i> Experience Narrative for Renewals	<ul style="list-style-type: none"> a. Less than full capacity (less than 80% of units occupied standard) must be fully explained and aggressively dealt with. b. If performance raising client income or your program goals are not strong, take the opportunity to explain fully and indicate corrections made.

5. Completing the HUD-Required Forms/ Certifications/Documentation

The HUD Forms/Certifications: SF-424, Applicant Certifications, and Nonprofit Status Documentation

Three important forms or certifications must accompany your application. It is important that you complete them accurately:

- a. **Federal Form SF-424 Application for Federal Assistance:** It is a standard federal form used by all applicants as a required face sheet for applications for federal assistance. HUD uses this form to verify that your project is eligible to be included in the Homeless Assistance Programs application process. Therefore it is imperative that it be completed correctly and that all information is accurate. (see Appendix)

[Note: Section 8 Moderate Rehabilitation SRO applicants have different requirements. Please contact Charlene Moran Flaherty if you are an SRO applicant so we can ensure you have the correct documentation.]

- **One copy of the Form SF-424 must be submitted with an original signature**
- **DO NOT staple, bind, or do anything else to the original SF-424 form!**
- Instructions are included with the Form 424, but pay careful attention to the following instructions as they apply to the Maricopa Regional Continuum of Care Application
 - Federal Identified: For Renewal grants only, enter your HUD grant agreement number. (Do not complete the Applicant Identifier and State Application Identifier. These boxes remain blank) New Applicants leave this blank.
 - Box 10. Catalog of Federal Domestic Assistance Number (CFDA#):
 - Supportive Housing Program CFDA# - 14.235
 - Shelter Plus Care Program CFDA# - 14.238
 - Section 8 Moderate Rehabilitation SRO Program CFDA – 14.249
 - Title: Type in the HUD program name for which you are applying.
- Box 13: Start Date/Ending Date Under the Maricopa Regional Application, SHP projects, new or renewal, can only receive grants for one year (except for the “bonus” permanent housing for the disabled project). New Shelter Plus Care projects can receive grants for five years; renewals can be granted for one year. New Section 8 Mod Rehab SRP projects can receive grants for 10 years.

For renewal projects, determine the expiration date of your most current HUD grant agreement (or the anticipated end date of the agreement if HUD has not processed the program’s most recent renewal award). Your start date will be the date immediately following the expiration date. For SHP renewal applications, the end date will be one year (“bonus” projects for up to 3 years) following the start date, depending on the length of the grant applied for. For example, if your current agreement with HUD expires on 10-31-2002, the start and end date for a three year grant would be 11-1-02 to 10-31-03. For S+C renewal applications, the end date will be one year following the start date. For Section 8 Mod Rehab SRO renewal applications, check with the local HUD Field Office.

- Box 15: Estimated Funding Do not complete estimated funding. This box remains blank.
- Box 18: Signature of Authorized Representative: Please remember the authorized agency representative must sign the SR-424. At least one original signed copy of the form must be submitted with the application.

b. Applicant Certifications: All Applicants for any program, new or renewal, must complete and sign the HUD applicant Certifications found in the Appendix.

- Application for Federal Assistance
- Applicant Certification Form
- Special Project Certification/Coordination and Integration of Mainstream Programs and Discharge Policy.
- Consolidated Plan Certification
- Discharge Certification (Government) – see below for contact information
- IRS ruling of Tax Exempt Status under Section 501 (c) (3) of the IRS Code, or
- Documentation showing that the applicant is a certified United Way agency, or
- Non Profit Status Documentation
- HUD 2880 Applicant Disclosure Update Report

Note: Please submit an original signature Do not fill in the page number blanks at the bottom of the page.

CERTIFICATION OF CONSISTENCY WITH CONSOLIDATED PLAN – CONTACT INFORMATION

HUD requires that all applicants complete a certification to verify consistency with the jurisdiction's Consolidated Plan where the project will be located. Any proposed project located in Chandler, Glendale, Gilbert, Mesa, Peoria, Phoenix, Scottsdale, or Tempe must have the sign-off of Consolidated Plan staff in that community. For those Applicants located outside of the jurisdictions mentioned above, Maricopa County is the designated agency from which to receive approval. The certificates can be accessed on the HUD website. If you do not have access to the HUD website, contact Charlene Moran Flaherty, MAG, for the Certificate.

Chandler

Patrick Tyrrell
P.O. Box 4008, MS 101
Chandler, 85244
(480) 782-3210

Peoria

Bill Patena
8401 W. Monroe St
Peoria, 85345
(623) 773-7167

Scottsdale

John Larrivee
7522 E. First St
Scottsdale, 85251
(480) 312-2646

Gilbert

Carl Harris-Morgan
1025 S. Gilbert Rd
Gilbert, 85296
(480) 503-6893

Glendale

Gilbert Lopez
6829 N. 58th Dr
Glendale, 85301
(623) 930-3670

Tempe

Terri Amabisca
132 E. Sixth St
Tempe, 85280
(480) 350-8585

Phoenix

Jennifer Harper/
Tammy Perkins
200 W. Washington St 4th
Floor
Phoenix, 85003-1611
(602) 534-2825

Mesa

Lisa Hembry
20 East Main St #750
Mesa, 85211
(480) 644-3327

Maricopa County

Isabel McDougall
3003 N. Central, #1040
Phoenix, 85012
(602) 240-2210, ext. 210

SECTION C. Completing the Maricopa Regional Application

Each applicant must complete information for the MARICOPA REGIONAL APPLICATION. The MARICOPA REGIONAL APPLICATION begins with the application cover page and asks for additional information needed by the Maricopa Regional Continuum of Care in order to evaluate the applications. The MARICOPA REGIONAL APPLICATION consists of the following:

Maricopa Regional Application Cover Page	Renewals & New Applicants
Part 1 Information for Rating of Projects	Renewals & New Applicants
Part 2: Leverage Chart	Renewal & New Applicants
Part 3: Agency Contributions to the Continuum of Care	Renewal & New Applicants
Part 4: Annual Performance Report (most recent)	Renewal Applicants Only

You may reproduce any of the Regional application forms in your word processing system as long as you maintain the headings and the structure of the forms.

You do not need to rep-type the complete text of each question, as long as you maintain the appropriate headings and sub-headings.

MARICOPA REGIONAL APPLICATION COVER PAGE

2003 Maricopa Regional Continuum of Care McKinney Homeless Assistance Application

I have read and understand the Application Instructions for this Application. All information provided in this Application is true, complete and accurate to the best of my knowledge. It is also acknowledged that should investigation disclose at any time any misrepresentation or falsification, this proposal may be rejected and contracts entered into terminated.

Name of Applicant: _____
(For Renewals, applicant must be current contract holder with HUD)

Name of Project Sponsor (if different from Applicant): _____

Name of Project: _____

Authorized Signature: _____ Date: _____/_____/2003

Authorized Signatory: _____ (Print)

Title of Signatory: _____ (Print)

Address of Applicant: _____

Address of Project Sponsor (if different from Applicant) _____

Name of Person to Contact about Application: _____ (Print)

Contact Person: (phone #) _____ (fax #) _____

Contact Person e-mail address: _____

Total McKinney Funds Requested for this project: \$_____ for one year.

For which program are you applying?	Supportive Housing Program <input type="checkbox"/> Transitional Housing <input type="checkbox"/> Permanent Housing for Persons w/Disabilities <input type="checkbox"/> Supportive Services only <input type="checkbox"/> Safe Havens <input type="checkbox"/> Innovative Supportive Housing (check this box only if your project cannot be classified under any other component) <input type="checkbox"/> Shelter Plus Care <input type="checkbox"/> Section Mod Rehab SRO
This project is:	<input type="checkbox"/> Renewal Project/HUD Contract# _____ <input type="checkbox"/> New project _____
Housing program: Where is your facility physically located?	<input type="checkbox"/> Located in Phoenix <input type="checkbox"/> Located in Maricopa County outside Phoenix <input type="checkbox"/> Sites in both Phoenix and in the County outside Phoenix
Target Subpopulation Served (check all that apply):	<input type="checkbox"/> Elderly <input type="checkbox"/> Veterans <input type="checkbox"/> SMI <input type="checkbox"/> Substance Abuse <input type="checkbox"/> HIV/AIDS <input type="checkbox"/> Disabled <input type="checkbox"/> Ex-offenders <input type="checkbox"/> Domestic Violence <input type="checkbox"/> Families w/Children <input type="checkbox"/> Youth on Own (under 18) <input type="checkbox"/> Youth 18-21 <input type="checkbox"/> Dually Diagnosed/Co-Occurring Disorders

PART 1. Information for Rating of Projects

Please respond to the following questions. This information is supplemental to that contained in HUD Exhibits 2, 3, 3R and 4, and will be used by the Valley of the Sun United Way Rating and Ranking Committee for scoring purposes.

1. QUALITY AND IMPACT 30 POINTS (limit 2 pages not including charts)

Measures extent to which your project demonstrates quality of overall activities.

Please respond in narrative format:

- a. What are the mission, core values and goals of your organization and program?
- b. How does your funding request relate to your program?
- c. Please complete Beneficiary Characteristic Tables (attached).
- d. Please complete Program Evaluation Tables (attached).
- e. How do your staff and management meet goals of cultural awareness, including acceptance of cultural differences, awareness of one's own cultural values, ability and willingness to adapt the way one works to fit the cultural or ethnic background in order to provide appropriate service?

2. INTEGRITY 25 POINTS (limit 2 pages)

Measures extent to which the project has identified a target population, will provide services appropriate to the identified population, and is consistent with the HUD and local vision of moving people to permanency.

- a. How does your mission, vision and program goals contribute toward ending homelessness in the region?
- b. Please describe how the project is consistent with the vision of moving people experiencing homelessness to permanent and/or permanent supportive housing?
- c. How are homeless or formerly homeless people included in your program's governance or decision making processes? How many individuals currently and actively serve on these bodies?

3. CAPACITY/READINESS 15 POINTS (limit 1 page)

Measures the capability of the applicant to successfully implement/conduct the project

Please describe your experience in providing these services to the target population.

- Experience in the housing/homeless arena.
- Relevant experience in another field.
- How do these experiences relate to your funding request?

4. COST EFFECTIVENESS/BUDGET REASONABLENESS 15 POINTS
(limit 1 page)

Measures extent to which the project has reasonable costs and sufficient budget calculations.

- a. What is your unit cost per client? Please address the following points as part of your justification:
 - Specify how you define client (i.e. unduplicated individual, unduplicated family, a bed, etc.)?
 - How many unduplicated clients did you serve in the prior calendar year?
 - What is the average cost per client (total budget /# of unduplicated clients)?
- b. If you requested salary dollars, please tell us in narrative format specifically what each person is doing related to the request?
- c. Do you charge your clients for services? If so, how is this money used?

5. CONSISTENCY WITH LOCAL STRATEGIES AND LINKAGES 15 POINTS
(limit 1 page)

Measures the extent to which the project links and collaborates with other parts of the system.

- a. Please describe your understanding of service integration? How does your program work to achieve service integration?
- b. Mainstream systems are publicly funded programs which provide services, housing and income support to poor persons whether they are homeless or not (i.e. SSI, Medicaid, Food Stamps, etc.). In narrative format, summarize strategies your program has implemented to maximize access to mainstream resources. How successful have these strategies been? What barriers still exist?
- c. Please describe how your project links with permanent housing and a range of housing options?

Continuum of Care Beneficiary Characteristics Tables

Gender	2001	2002	2003
Males			
Females			
Unknown			
Total:	0	0	0

Ethnicity	2001	2002	2003
Hispanic or Latino			
Non-Hispanic/Latino			
Unknown			
Total:	0	0	0

Race	2001	2002	2003
American Indian/ Alaskan			
Asian			
Black/African American			
Native Hawaiian/Other Pacific			
White			
Unknown			
Total:	0	0	0

Special Needs	2001	2002	2003
Mental Illness			
Alcohol Abuse			
Drug Abuse			
HIV/AIDS/Related Diseases			
Developmentally Disability			
Physical Disability			
Domestic Violence			
Other (please specify)			
Unknown			
Total:	0	0	0

Prior Living Situation	2001	2002	2003
Non-Housing (street, park, car, bus station, etc.)			
Emergency Shelter			
Transitional Housing for Homless Persons			
Psychiatric Facility*			
Substance Abuse Treatment Facility*			
Hospital*			
Jail/Prison*			
Domestic Violence			
Living with Relatives/Friends			
Rental Housing			
Other (please specify)			
Unknown			
Total:	0	0	0

Reasons for Leaving	2001	2002	2003
Left for a housing opportunity before completing the program			
Completed program			
Non-Payment of Rent/Occupancy Charge			
Criminal Activity/Destruction of Property/Violence			
Reached Maximum Time Allowed in Project			
Needs Could Not Be Met By Project			
Disagreement with Rules/Persons			
Death			
Other (please specify)			
Unknown			
Total:	0	0	0

*If a participant came from an institution but was there less than 30 days and was living on the street or in emergency shelter before entering the treatment facility, he/she should be counted in either the street or shelter category, as appropriate.

Based On Program Year

Continuum of Care Beneficiary Characteristics Tables

Supportive Services	2001	2002	2003
Outreach			
Case Management			
Life Skills (outside of case mgmt)			
Alcohol or Drug Abuse Services			
Mental Health Services			
HIV/AIDS-related services			
Other Health Care Services			
Education			
Housing Placement			
Employment Assistance			
Child Care			
Transporation			
Legal			
Other (please specify)			
Unknown			
Total:	0	0	0

Length of Stay in Program	2001	2002	2003
Less Than One Month			
1-2 Months			
3-6 Months			
7 Months - 12 Months			
13 Months - 24 Months			
25 Months - 3 Years			
4 Years - 5 Years			
6 Years - 7 Years			
8 Years - 10 Years			
Over 10 Years			
Unknown			
Total:	0	0	0

Destination	2001	2002	2003
<i>PERMANENT</i>			
Rental Housing or Apartment (No Subsidy)			
Public Housing			
Section 8			
Shelter Plus Care			
HOME Subsidized House or Apartment			
Other Subsidized House or Apartment			
Homeownership			
Moved In with Family or Friends			
<i>TRANSITIONAL</i>			
Transitional Housing for Homeless Persons			
Moved In with Family or Friends			
<i>INSTITUTION</i>			
Psychiatric Hospital			
Inpatient Alcohol or Other Drug Treatment Facility			
Jail/Prison			
<i>EMERGENCY SHELTER</i>			
Emergency Shelter			
<i>OTHER</i>			
Other Supportive Housing			
Places Not Meant For Human Habitation (eg. Street)			
Other (please specify)			
<i>UNKNOWN</i>			
Unknown			
Total:	0	0	0

Based On Program Year

Continuum of Care Program Evaluation Tables

Instructions:

Please complete the following tables to represent the goals and objectives as they apply to your program.

If you have more than five objectives for a particular goal, continue the information in the proceeding table and clearly mark the continuation.

Make as many copies of this page as needed to represent all of the program's goals and objectives.

Please provide the information based upon the previous three Annual Performance Reports.

Goal:	2001*		2002*		2003*	
	#	%	#	%	#	%
Clients Served:		100%		100%		100%
Objectives:						
#1		%		%		%
#2		%		%		%
#3		%		%		%
#4		%		%		%
#5		%		%		%
Additional Comments:						

Goal:	2001*		2002*		2003*	
	#	%	#	%	#	%
Clients Served:		100%		100%		100%
Objectives:						
#1		%		%		%
#2		%		%		%
#3		%		%		%
#4		%		%		%
#5		%		%		%
Additional Comments:						

**Based On Calendar Year*

Part 2. Leverage Chart

Directions: Please provide information only for contributions to your project from all sources for which you have a written commitment in hand at the time of application. A written agreement could include signed letters, memorandums of agreement, and other documented evidence of a commitment. (A sample leverage letter is attached.) Leveraging items may include any written commitments that will be used towards your cash match requirements in the project, as well as any written commitments for buildings, equipment, materials, services and volunteer time.

Please complete the following for the value of all contributions to the project for which have written letters of commitment. This is extremely important, as the amount of leverage directly impacts your ranking and the competitiveness of the Maricopa Regional Continuum of Care application to HUD.

The written commitments must be documented on letterhead stationery, signed and dated by an authorized representative, and must, at a minimum, contain the following elements: the name of the organization providing the contribution; the type of contribution (e.g., cash, child care, case management, etc.); the value of the contribution; the name of the project and its sponsor organization to which the contribution will be given; and the date that the contribution will be available. If you do not have a written agreement for a contribution that will be used in your project at the time of submission of your application, do not enter the contribution.

Please complete the following chart to demonstrate leverage, which meets these criteria.

- a. Name of Project
- b. Identify the type of contribution being leveraged by the proposed project. Types of contributions could include cash, building, equipment, materials, and services, such as transportation, health care, and mental health counseling.
- c. The name of the source or provider from whom the contribution is being leveraged. The contribution may be leveraged through Federal, State, Local or private sources, including mainstream housing and social service programs.
- d. The value of the contribution. Donated professional services should be valued at the customary rate; volunteer time should be valued at \$10 per hour. Donated buildings should be valued at their fair market value or fair rental value minus any charge to the SHP, S+C or SRO program.

Name of Project	Type of Contribution	Source or Provider	Value of Written Commitment
Example: Sarah's House	Child Care	Mountain YWCA	\$42,000.00

(Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. §§ 1001, 1010, 1012, 31 U.S.C. §§ 3729, 3802))

Part 3. Agency Contributions To The Continuum Of Care System

The Maricopa Regional Continuum of Care has a history of success with applications to HUD for McKinney funds. This has been, in large part, attributable to the partnership that has developed between the Continuum of Care Regional Committee on Homelessness, the Maricopa Association of Governments and the service and housing providers. The efforts of homeless service and housing providers are critical in implementing the activities of the Continuum of Care. Also important to the continued success of the Continuum is providing information needed to support the HUD Application, without which projects would not receive funding through the HUD national competition.

The following information is required for the HUD application. This information is supplemental to that contained in HUD Exhibits 2, 3, 3R and 4, and will be used by the Maricopa Regional Continuum of Care to complete Exhibit 1 of the Consolidated Application. **Please use this format for reporting and include the document as a separate file identified as 2003 Maricopa Regional Application/Applicant Name/Project Name/Supplemental Information on the diskette submitted with the Project Application. An electronic copy of this format is available on MAG's website, www.mag.maricopa.gov**

1. Your Organization's Contributions to the Community Continuum of Care

- a. **Services** – Using the format below, describe the programs and activities **operated by your agency, which** contribute to the fundamental service components of the Continuum of Care system. **In order to prevent duplication, we are asking that you provide information only on those activities for which you are the lead provider. (In "Services in Place", please also list the partner agencies, which contribute to the activities in the identified service.)** Provide information for services currently in place, and any additional services being planned. Describe how homeless persons access or receive assistance under each component other than *Outreach*.

Fundamental Components in CoC System -- Service Activity Chart
<p><u>Component:</u> Prevention</p> <p><u>Services in place:</u> Please arrange by category (e.g., rental/mortgage assistance), being sure to identify the service provider.</p> <p><u>Services planned:</u></p> <p><u>How persons access/receive assistance:</u></p>
<p><u>Component:</u> Outreach</p> <p><u>Outreach in place:</u> (1) Please describe the outreach activities for homeless persons who are living on the streets in your CoC area and how they are connected to services and housing.</p> <p>(2) Describe the outreach activities that occur for other homeless persons.</p> <p><u>Outreach planned:</u> Describe any planned outreach activities for (1) persons living on the streets; and (2) for other homeless persons.</p>
<p><u>Component:</u> Supportive Services</p> <p><u>Services in place:</u> Please describe how each of the following services are provided in your community (as applicable): case management, life skills, alcohol and drug abuse treatment, mental health treatment, AIDS-related treatment, education, employment assistance, child care, transportation, and other.</p>

Services planned:
How homeless persons access/receive assistance:

b. Housing: - Using the format below, provide information on housing your agency provides for the homeless which contribute to the fundamental housing components of the Maricopa Regional Continuum of Care System currently in place, and any additional housing being planned. Describe how homeless persons access or receive assistance. Also, enter the inventory of C of C residential resources targeted to homeless individuals and families with children.

Provide the date of the point in time inventory used to complete the chart (preferred in March or April, 2003): _____.

c. Use of other Mainstream Resources for the Homeless (other than those used in the McKinney grant project for which you are applying for funds at this time).

There are a wide variety of resources that are part of the Continuum of Care that are provided by programs and funds sources beyond those used in the project for which you are applying. Using the following format, describe how the identified mainstream resources are currently (within the past 2 years) being used to assist **homeless persons**. Since this form covers two years of contributions, please be sure to use funds provided last year which were included in last year's report. "Prevention" activities and affordable housing not designated or occupied by persons coming from the Continuum of Care are **not** to be included. **(Please ensure that there is no overlap between the resource funds listed in your leverage letters and the uses/projects described below).**

Mainstream Resources	Use of Resource in CoC System for <u>Homeless</u> Persons (e.g., rehab of rental units, job training, etc.)	Specific Project Name	\$ Amount or number of units/beds provided within last <u>2 years</u> specifically for the <u>homeless</u>
CDBG			
HOME			
Housing Choice Vouchers (only if "priority" is given to homeless)			
Public Housing (only if units are dedicated to homeless)			
Mental Health Block Grant			
Substance Abuse Block Grant			
Social Services Block Grant			
Welfare-to-Work			
State-Funded Programs			
City/County Funded Programs			
Private			

Foundations (Identify by name)			

c. Participation in Mainstream Programs and Employment Chart

Instructions for filling out the Participation in Mainstream Programs and Employment chart:

Column 1 – *Income Source*. Use these income sources from the APR (Question 11).

Column 2 – *Adults Who Exited (All Renewals)*. For each SHP and SPC renewal being submitted in this year's competition, use APR Question 2C (*Number who left the program during the operating year*). For **each** APR, add the *Number of Singles Not in Families* and the *Number of Adults in Families*. The total represents the number of adults who exited the project during the operating year. Add the total from each renewal's APR to get the total number of adults in the CoC who left the projects during the operating year.

Column 3 – *Source of Income at Entry*. Using the information in each project's APR Question 11C (*Income Sources at Entry*), add the total number of exiting adults who, upon entry to the project, already had each source of income.

Column 4 – *% with Income at Entry*. Divide Column 3 by Column 2, multiply by 100 and round.

Column 5 – *Source of Income at Exit*. Using the information in each project's APR Question 11D (*Income Sources at Exit*), add the total number of adults who, upon exiting the project, had each source of income.

Column 6 – *% with Income at Exit*. Divide Column 5 by Column 2, multiply by 100 and round.

Column 7 – *Entry / Exit Difference*. Subtract Column 4 from Column 6.

1 Income Source	2 Adults Who Exited (All Renewals)	3 Source of Income at Entry	4 % w/ Income at Entry (Col 3 ÷ Col 2)	5 Source of Income at Exit	6 % w/ Income at Exit (Col 5 ÷ Col 2)	7 Entry/Exit Difference (Col 6 – Col 4)
a. SSI	854	129	15.1%	174	20.4%	5.3
e. TANF	854	91	10.7%	126	14.8 %	4.1
a. SSI						
e. TANF						
h. Employment Income						
k. Medicaid						
l. Food Stamps						
n. No Financial Resources						

Part 4. Annual Performance Report (For Renewals Only)

Submit a copy of your most recent Annual Performance Report

ATTACHMENT

MAG Continuum Care Regional Committee on Homelessness

VISION FOR THE REGIONAL COMMITTEE

“We, the participants in the Homeless Maricopa Regional Continuum of Care planning process in Maricopa County, are committed to ending homelessness for individuals and families by ensuring that all residents: have their basic needs met, including but not limited to nourishment, health care, employment and recreation; are provided with opportunities to achieve self-sufficiency; and live in permanent, safe, quality and affordable housing. We envision an integrated system of effective services, which are guided by collaboration and enhanced by technology.”

1999 Vision – developed by Providers, approved by Regional Committee

MISSION FOR THE REGIONAL COMMITTEE

“To provide regional leadership and direction in addressing the issues of homelessness in Maricopa County.”

1996 MAG Homeless Plan

VALUES FOR THE REGIONAL COMMITTEE

The Maricopa Regional Continuum of Care Regional Committee on Homelessness, recognizing that values are the core beliefs that shape our vision and guide our actions, adopts the following value statements:

- Homeless people should be safe and secure;
- Homeless people should have a choice of service options which are delivered effectively and accountably;
- Services should lead to stability, responsibility, self-sufficiency and promote community integration;
- Comprehensive, valley-wide services should be easy to access, consistent, continuous, respectful and sensitive to diversity;
- Collaborative efforts to plan for and provide housing and services will maximize limited resources and build lasting and effective partnerships.

1999 Values – developed by Providers, approved by Regional Committee

GOALS FOR THE REGIONAL COMMITTEE

1. Develop a comprehensive, valley-wide system of effective services for homeless people, to include:
 - A coordinated system of prevention services;
 - Comprehensive physical and behavioral health services;

- An array of pre-employment and employment service;
 - A comprehensive educational program for children and adults; and
 - A linked, coordinated system of emergency, transitional, and permanent supportive housing options.
2. Utilize technological innovations to assist service delivery agencies to provide effective services, which are linked together in a seamless system.
 3. Evaluate programs and assist providers with service improvements.
 4. Support strategies to increase the supply of affordable housing.
 5. Promote partnerships and collaborations among public, private, non-profit and faith-based entities.
 6. Develop short-and long-range capital and operational funding strategies for the continuum of services for homeless people.
 7. Educate neighborhoods, businesses and public officials about the causes and solutions to homelessness.

2000 Goals, developed by the Planning Subcommittee, approved by the Regional Committee 11/30/00

ATTACHMENT

Continuum of Care Principles and Priorities for the 2003 Application

As the facilitator of the local Consolidated Application process, the Continuum of Care strives for a fair and efficient process. Please keep in mind that certain requirements come from HUD and we must comply with them. In addition to HUD requirements, our local Continuum of Care planning process has established the following principles and priorities for this year's application process.

Open to renewal and new project requests, but preservation of the existing, successful housing and services is prioritized. The Continuum of Care McKinney application process is open to applications for new project funding and renewal funding. However, Applicants and Project Sponsors are strongly advised that it is difficult for new projects to get funded through this process, except for new permanent housing projects to which HUD is giving special priority this year (see Items 5 and 6 below). See the rating and scoring elements at the end of this document to understand the extent of preference that is given to renewals.

Among new project requests, favorable consideration will be given to those that respond to the need for housing and services specific to substance abuse.

Geographic distribution. The geographic area covered by our Continuum of Care planning is all of Maricopa County. Because homelessness exists in all parts of the county, the annual Continuum of Care McKinney application process will encourage the use of McKinney resources in all parts of Maricopa County according to need, especially for new projects outside downtown Phoenix. It will also encourage distribution of McKinney resources across subpopulations of the homeless according to need.

Past performance matters. Favorable consideration will be given to projects that provide the type and levels of services intended and show positive results (outcomes). Factors to be reviewed: a) the project serves the proposed target population; b) the project provides the type and level of services proposed; and c) the program stays at or close to full capacity. Favorable consideration will also be given to projects, which demonstrate that they are meeting HUD goals of homeless persons obtaining and remaining in permanent housing; increasing skills and/or income; and achieving greater self-determination.

Collaboration and Coordination. Agencies that are funded through the Continuum of Care must demonstrate a willingness to collaborate with the goal of increasing the coordination and effectiveness of programs and services.

Priority for Keeping Housing Doors Open. In rating applications for new and renewal funding requests, highest priority will be given to projects whose primary activity with McKinney funds is to provide housing or otherwise helps keep the doors of a housing program open. This means that lower priority will be given to those supportive services that have a less direct connection to the provision of housing and housing-related services. Examples of supportive services that may have a less direct connection to the provision of housing and housing-related services are health care services, treatment for mental illness, drug/alcohol treatment services, HIV/AIDS treatment, child care, employment and education services, hygiene services, outreach and referral, and others.

Responsive to Special Incentive. The HUD special incentive for new permanent housing for the disabled is consistent with the Continuum of Care priority for new permanent housing. Therefore, the highest ranked project meeting the criteria for the incentive per HUD may be

placed in the number one priority slot with a grant request of up to \$500,000. The Strategic Ranking Subcommittee will determine whether the project meets the HUD criteria and is an appropriate candidate for the special incentive.

Responsive to Congressional Mandate: Congress has directed HUD to use 30 percent of the Continuum of Care funds for permanent housing, and therefore non-permanent housing projects in an application may be skipped over by HUD in order to fund lower ranked priority permanent housing projects. This Congressional priority in fact greatly impacted funds awarded to our region in the past. (December 2000 grant announcement). Permanent housing is also a local priority and will be considered a priority for local review and ranking.

ATTACHMENT

Definition of Terms and Roles

**Maricopa Association
of Governments
(MAG)**

MAG prepares and submits the Consolidated Application. We facilitate the process for the rating and rank order of the project applications. We also prepare Exhibit I – the Continuum of Care narrative.

The Continuum of Care Regional Committee on Homelessness approves the final rank order of the application.

**Applicant
(or Grantee)**

An entity that applies to HUD for funds and submits an SF 424 form and other required Applicant certification forms. If selected for funding, the Applicant becomes the **Grantee** and is responsible for the overall management of the grant, including drawing grant funds and distributing them to Project Sponsors. The Applicant may also be a Project Sponsor.

Applicants are responsible, in conjunction with their associated Project Sponsors (if any), for complete and timely preparation of their HUD Application and Continuum of Care Supplemental Application for their project, and also must supply any additional information as requested by the Continuum of Care in support of the preparation of Exhibit I (the Continuum of Care narrative).

All Applicants and Project Sponsors will be given an opportunity to review and comment on the proposed rank order of the proposed project before the Regional Committee approves it.

An Applicant is eligible to apply for renewal funding only if it currently has a signed contract directly with HUD.

Project Sponsor

An entity (non-profit organization, local government, housing authority, etc.), which actually operates the McKinney project. Each Project Sponsor must associate itself with an Applicant, unless the Project Sponsor is itself an Applicant. A Project Sponsor and its associated Applicant, if any, must work together so that the HUD Application and Continuum of Care Supplemental Application for their project are submitted to the Continuum in a timely manner.

**Chronically
Homeless Person.**

An unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. Disabling condition is defined as “a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions.” To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency homeless shelter during that time.

Regional Committee

The Continuum of Care Regional Committee on Homelessness is a broadly representative group of non-profit organizations, homeless service providers, the faith community, government staff, elected officials, the business community, and homeless and formerly homeless people in Maricopa County. The Regional Committee determines the overall strategy for the annual McKinney application and the year-round homeless planning process for our region.

**Planning
Subcommittee**

A subcommittee of the Regional Committee charged with year-round homeless planning for the Maricopa County region, including setting community priorities, establishing best practices, and reviewing the Continuum of Care’s mission, vision, values and goals.

**Strategic Ranking
Subcommittee**

A subcommittee of the Regional Committee that reviews the rating results from the Valley of the Sun United Way Rating and Ranking Committee, guidance from the NOFA (e.g., special incentives), and the Regional Application of the McKinney application, and then recommends a final rank order of the application for approval by the Regional Committee. The purpose of this final rank ordering is solely to improve the opportunity for funding to the community and/or to increase the number of projects that may be considered by HUD for funding.

**Valley of the Sun
United Way (VSUW)
Rating and Ranking
Committee**

The Valley of the Sun United Way (VSUW) coordinates and staffs the work of this independent committee, which is comprised of volunteers with knowledge about homelessness and which reviews and rates the applications submitted by individual Project Sponsors or Applicants. To insure the independence of the Rating and Ranking Committee, no member may be affiliated with an Applicant or Project Sponsor, or serve as a member or alternate member on the Regional Committee.

**Charlene Moran
Flaherty**

Ms. Moran Flaherty is the Regional Homeless Planner for the Maricopa Association of Governments.

John Epler

Mr. Epler is a consultant retained by the Continuum of Care to advise on HUD requirements, assist with the local application process, and provide application training to service providers intending to submit an application for McKinney funds. Mr. Epler has assisted the Continuum of Care for the past two years.

ATTACHMENT

Rating and Ranking Process

To develop the Consolidated Application for McKinney funds, MAG will conduct an application and project ranking process that includes both renewal and new projects. All applications will be evaluated against criteria to determine 1) if the proposed project passes the technical review, and 2) where the proposed project will be rank ordered. Projects at the bottom of the priority ranking are unlikely to be funded.

Step 1: Threshold Technical Review

John Epler, consultant to the Continuum of Care, will perform a Technical Review of your application to determine the following:

- Thresholds:
- Is your HUD Exhibit complete?
- Is your Supplemental Application complete?
- Are all necessary signatures provided?
- Do you and your project meet HUD eligibility requirements for:
- Project sponsorship?
- Activities?
- Populations to be served?
- Term of assistance (number of years)?
- Fund matching requirements?
- Certification of Consistency with the Consolidated Plan – form HUD-2991 (if required)?
- Any other technical (not content) requirements?
- Does your renewal project demonstrate satisfactory performance toward achieving programs goals?
- Does any new supportive services assist participants to access permanent housing and achieve self-sufficiency?
- Does any new project have specific plans for ensuring that all clients will be assisted to obtain mainstream program benefits?
- Does your renewal project demonstrate in the Annual Performance Report that you have assisted clients to obtain mainstream program benefits?

MAG will notify Applicants/Project Sponsors of technical deficiencies. Technical Deficiency Corrections must be submitted to Maricopa Association of Governments no later than **May 16, 2003**. (See Important Application Dates for Applicants/Project Sponsors on p. 6 of this Regional Application)

- If the application passes the Technical Review (including submittal of satisfactory corrections within the time required), it will be reviewed and rated by the Valley of the Sun Rating and Ranking Committee and included in the Consolidated Application. If the application does not pass the Technical Review, you will be notified and the Rating and Ranking Committee will exclude your project from further consideration.

Step 2: Valley of the Sun United Way Rating and Ranking Committee Review

The Valley of the Sun United Way Rating and Ranking Committee is an independent committee comprised of volunteers with knowledge about homelessness which reviews and rates the applications submitted by individual Applicants or Project Sponsors. To insure the independence of the Rating and Ranking Committee, no member may be affiliated with an Applicant or Project Sponsor, or serve as a member or alternate member on the Regional

Committee. These Committee members will disclose in writing any conflict of interest and will agree to certain standards of conduct as a member of the VSUW Rating and Ranking Committee.

The Rating and Ranking Committee will review only the following information for each application:

- Required portions of the HUD Application
- Regional Application information requested by the Continuum of Care
- Oral presentation by the Applicant/Project Sponsor
- Any additional information requested by the Rating and Ranking Committee

Using the above information, applications will be rated against the following seven (5) criteria.

- Quality and Impact
- Integrity
- Capacity/Readiness
- Cost Effectiveness/Budget Reasonableness
- Consistency with Local Strategies and Linkages

The Rating and Ranking Committee may divide itself into panels of 3 or more Committee members to review groups of applications and to generate a score for each application. Oral presentations by Applicants/Project Sponsors will be given to the entire Rating and Ranking Committee, with no more than five (5) minutes allocated for each presentation and no more than five (5) minutes allocated for questions by the Rating and Ranking Committee. The Rating and Ranking Committee as a whole will develop a proposed ranking of the applications.

In addition to scoring your application, the Rating and Ranking Committee may provide you with suggested or required follow-up for future renewals. If you are required to follow up on certain issues related to your project, you will be asked in your next application to report on the steps you have taken to overcome whatever problems or concerns were identified by the Rating and Ranking Committee. Failure to adequately address any such issues may result in points being deducted from your score when you are next up for renewal.

You will be notified of your score by fax or e-mail by **June 25, 2003**. If you wish to appeal your score, you must submit a written appeal to Rebecca Robinson of the Valley of the Sun United Way by **June 30, 2003**. Ms. Robinson's address, fax number, and e-mail address are listed on page 7 of the Regional Application. Any appeals will be reviewed by **July 1, 2003**. The Rating and Ranking Committee will report its final scores and recommended ranking of projects to MAG on **July 1, 2003**.

Step 3 Strategic Ranking Subcommittee

Next, the Strategic Ranking Subcommittee of the Regional Committee will convene on **July 7, 2003** to review the Rating and Ranking Committee's report. The Strategic Ranking Subcommittee will be comprised of 3-5 members of the Regional Committee and will include individuals whose organizations have not submitted a McKinney application for this year. These Subcommittee members will disclose in writing any conflict of interest and will agree to certain standards of conduct as a member of the Strategic Ranking Subcommittee. The Strategic Ranking Subcommittee may elect to adjust the score-based rank order for the following reasons:

Strategic placement of projects that respond to HUD special incentives

Other considerations that may increase the number of projects to be considered by HUD for funding.

The Strategic Ranking Subcommittee will not re-score any applications. The Strategic Ranking Subcommittee will generate the final recommended rank order and forward it to the Continuum of Care Regional Committee on Homelessness. Applicants affected by any changes in rank order recommended by the Strategic Ranking Subcommittee will be notified and given an opportunity to discuss concerns regarding the ranking change with the Regional Committee at its meeting. The Regional Committee will then act on the Strategic Ranking Committees recommendation at its **July 9, 2003** meeting.